

<p align="center"><b>2 EQUIPMENT MAINTENANCE</b></p>	<p align="center">Page 1 of 1</p>
<p align="center"><b>Department of Forensic Science</b> <b>Digital Evidence Procedures Manual</b></p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 22-January-2008</p>
<p align="center"><b>2 EQUIPMENT, MAINTENANCE AND SECURITY</b></p> <p>All equipment is to be maintained in accordance with the manufacturer’s specifications and recommendations as per operating and warranty manuals. All systems are individually password protected for security purposes.</p> <p>All maintenance is to be documented and retained in the appropriate log book located in the respective laboratory.</p> <p>Hardware and software performance verifications will be performed each time a system is powered up and the performance verifications results will be retained in a digital file within the respective casework folder, as well as recorded within the case file notes.</p> <p>The hardware system check will consist of a prerecorded color bar, frame counter and audio tone control recording.</p> <p>The software system check will consist of performance based software that will test all components of the computer system.</p> <p>In the event that repairs or modifications are performed on equipment, a system QA check will be performed before the system or any of its components are utilized for casework purposes. This documentation is maintained in the sections maintenance logs and documented repairs are filed with the section supervisor.</p> <p align="right">◆End</p>	